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MINUTES
OF
TRD STAFF MEETING
1 December 1950

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NO CHANGE in Class. ☐
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DDA Memo, 4 Apr 77
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Date: 11 MAR 1978 By:

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Present:



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1. distributed copies of a memorandum for all Assistant Directors and Staff Chiefs from Matthew Baird, Director of Training CIA, and asked that the report called for in this memorandum be completed by Thursday morning, 7 December.

Paragraph 2 of Mr. Baird's memorandum will be completed under the direction of . All branch and staff chiefs should complete this form and submit it to by Wednesday noon so that can consult with and prepare a finished report on this section by Thursday morning. The information called for should be specific for each general type of job, such as instructor, administrative officer, etc.

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Paragraph 3 of Mr. Baird's memorandum calls for a very complete picture of what we are doing. We will have attachments for each staff and branch of the Training Division.

The first attachment will be prepared by Mr. . It will present an overall picture of the organization and physical layout of the Training Division, including the functional organizational booklet.

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Next will be attachments for each training branch. First there will be a general statement of the purpose and mission of the branch; then a description of each of the courses provided, including the number of students who can be handled in each course. Third, will be a resume of the last year's developments (from 1 December 1949 to 1 December 1950), and fourth a statement of future plans and developments.

The report for each staff (less the Assessment Staff) will consist of a statement of its mission, purpose and broad functioning. Next will be a list of all the programs which are now being conducted and a brief on each. The final section will cover the accomplishments during the past year and future plans.

The report from the Assessment Staff will consist of a description of assessment; an outline of present assessment programs; a recommended program of assessment; and finally the long-range assessment program.

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In all cases, the report must be short, clear and concise. It should be prepared in three copies on letter size paper. Any charts to be attached must also be letter size. If photostats are required, the chart should be in the hands of the Training Aide section by Tuesday morning. The heading will be simply the name of the branch or staff. The report will be bound at the left in book form, so a one and one-half inch left margin is required.

As far as paragraph 4 of Mr. Baird's memorandum is concerned, it is generally not applicable to TRD. However, [REDACTED] will work out a short statement regarding the necessity for close relationship between training and the operating offices.

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All sections of the report will be classified according to the actual content of the report. The final report will be classified in accordance with the highest classification of the various sections.

2. [REDACTED] stated that in the past month TRD has had five security violations. He asked that every staff and branch chief assemble his staff and have a talk on security. Violations must be cut down to the barest minimum.

3. Some very favorable comments have been received regarding the work of the Training Division. [REDACTED] requested branch and staff chiefs to pass on this information to their personnel.

4. [REDACTED] asked that all halls and rooms be cleaned up because they are far too disorderly.

5. [REDACTED] showed a looseleaf book he has had prepared to help him remember many of the little things he is concerned with. There is a page for each branch and staff. He said that anyone may look at his respective section in the book at any time.

6. Too much time is spent in writing, typing and reading papers and it was requested that memorandum writing be cut down to a minimum.

7. It was also stressed by [REDACTED] that everyone present should be certain to be on time for meetings and appointments.

8. [REDACTED] reported that the new evaluation report form will be out fairly soon.

9. Mr. [REDACTED] reported that he has subdivided the building into smaller units for security checking in the hopes that this may decrease security violations. Mr. [REDACTED] to prepare a short report describing various types of security violations that have occurred so that this may be presented by each branch and staff chief to his staff.

10. Mr. [REDACTED] reported that there has been a change in the Agency's attitude regarding working overtime. Overtime will be approved more readily in the future. Anyone below a GS-15 may be paid for overtime work. He asked the [REDACTED] to prepare a short report describing various types of security violations that have occurred so that this may be presented by each branch and staff chief to his staff.

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